

Job Announcement (2 Positions) Courtroom Deputy

Classification: CL-24

Starting Salary: \$27,651

+ 11.5% Cost of Living Allowance (which is subject to change)

Announcement Number
06-09

Date Posted:
September 15, 2006

Closing Date:
September 29, 2006



**U. S. District Court
for the District
of Puerto Rico**

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Attention: Human Resources

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AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION OVERVIEW

This position is located in the United States District for the District of Puerto Rico. The Courtroom Deputy represents the Clerk of Court in courtroom proceedings and has responsibility for the judicial officer's calendar.

REPRESENTATIVE DUTIES

A Courtroom Deputy maintains control of record of cases assigned to the judicial officer; examines all pleadings, electronic and paper, filed in said cases for conformance with rules of practice; calendars and regulates movement of cases by setting or resetting dates and times for hearings and trials and notifies counsel accordingly; prepares calendars; acts as liaison between judicial officer, other Federal agencies and counsel, acting as source of information on special procedures of the judicial officer and monitoring status of cases; calls court calendars and notes appearance of counsel; impanels juries and provides liaison with the jury deputy clerk for the ordering and canceling of juries; administers oaths; performs case management/electronic case filing related responsibilities; assists other deputy clerks and covers other courtrooms either for magistrate judges or judges as needed in the operation of the Clerk's Office and performs other clerical/general office duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS

To work in this Court as a Courtroom Deputy, the applicant must have a high school diploma or equivalent but preferably possess an Associate or Bachelor's Degree from an accredited college or university. In addition, to qualify for this position, a person must have at least three years specialized experience. Specialized experience is progressively responsible clerical or administrative which involved the regular and recurring application of clerical procedures; use of specialized terminology; and demonstration of an ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters of personnel/payroll operations. **Must be fully bilingual (English - Spanish).** Skill in the use of automated systems is required. Incumbent must possess strong organizational, analytical, verbal and written communication skills.

APPLICATION PROCESS

To be assured consideration, please submit resume with a cover letter (include announcement number) to the address at the left of page one by the close of business (5:00 p.m.) Friday, September 29, 2006. E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

CONDITIONS OF EMPLOYMENT

Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.

Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.

This position is subject to mandatory EFT participation for payment of net pay.

Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this item.

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